

Vendor coordination

Date: July 22, 2026

Timeline

08:00 – 08:45 Venue Access and Loading Bay Inspection

The event manager unlocks the facility, conducts a walkthrough with the venue coordinator, and manages early access for vendor delivery trucks.

Location: Grand Ballroom Entrance

08:45 – 10:15 Floral Vendor Setup and Installations

The florist unloads centerpieces, constructs the floral arch on stage, and attaches boutonnieres and corsages for the key parties.

Location: Main Reception Hall and Stage

10:15 – 11:45 Event Rentals and Furniture Placement

The decor crew positions tables, chairs, drapery, and linens according to the approved floor plan diagram.

Location: Main Dining Area

11:45 – 12:45 AV and Production Equipment Load-In

Audio engineers set up main speakers, wireless microphones, mixing boards, and run power cables across the stage area.

Location: Main Stage and Control Booth

13:00 – 14:30 Catering Prep and Station Assembly

The catering staff sets up hot holding cabinets, organizes the prep kitchen, and lays out place settings across all dining tables.

Location: Banquet Kitchen and Dining Tables

14:30 – 15:15 Photography Team Briefing

The lead photographer and videographer review the shot list, check lighting in the main hall, and set up backup camera gear.

Location: Bridal Suite and Foyer

15:15 – 16:00 DJ Soundcheck and Lighting Calibration

The DJ tests audio levels, verifies playlist cues, and configures ambient uplighting surrounding the dance floor.

Location: DJ Booth and Dance Floor

16:00 – 16:30 Final Vendor Sync and Walkthrough

The event coordinator holds a brief operational sync with all vendor leads to review timeline cues and emergency contacts.

Location: Central Foyer

17:00 – 18:00 Cocktail Hour Catering and Bar Service

Bartenders open full service while catering staff pass hors d'oeuvres to arriving guests on the outdoor patio.

Location: Garden Terrace

18:30 – 20:30 Plated Dinner Service Execution

Catering staff deliver a three-course plated meal synchronized with speeches coordinated by the DJ and production crew.

Location: Grand Ballroom

22:30 – 23:30 Vendor Strike and Load-Out

All vendors dismantle equipment, pack up florals and rentals, and complete the final handover walk with venue staff.

Location: Venue Load-Out Bay